

SOLICITATION INFORMATION

5/19/05

LOI # B05194

TITLE: Architectural Services for the Design of Forensic Evidence Storage Room

OPENING DATE AND TIME: Thurs., June 16, 2005, 2:30 p.m.

PRE-PROPOSAL CONFERENCE: YES DATE: Thurs., June 2, 2005 TIME: 1:00 p.m.

MANDATORY: NO

LOCATION: Main Building, RI State Police Barracks, Route 6, Scituate, RI

SURETY REQUIRED: NO

BOND REQUIRED: NO

Vendors must register on-line at the State Purchasing Website at www.purchasing.ri.gov to be able to download a Bidder Certification Cover Form which must accompany each offer.

NOTE TO VENDORS:

No offer will be considered that is not accompanied by a completed and signed RIVIP generated Bidder Certification Cover Form.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

**WILLIAM J. ANDERSON, C.P.M.
ADMINISTRATOR OF PURCHASING SYSTEMS**

NOTICE

**THERE MAY BE ADDITIONAL ADDENDA TO THIS
BID/RFP AT ANY TIME BEFORE THE OPENING DATE AND TIME.**

THE DIVISION OF PURCHASES WILL NOT BE NOTIFYING BY MAIL OF ANY SUCH
ADDENDA.

IT IS THE VENDOR'S RESPONSIBILITY TO CHECK AND DOWNLOAD ANY AND
ALL ADDENDA.

AN ADDENDUM TO A BID/RFP IS LISTED AS THE BID NUMBER WITH AN "A" AND
THE NUMBER OF THE ADDENDUM FOLLOWING; FOR EXAMPLE, 3025A1
INDICATES ADDENDUM #1 HAS BEEN ISSUED FOR BID 3025. 3025A2 INDICATES
ADDENDUM #2 HAS BEEN ISSUED.
YOU MUST CLICK ON ALL OF THESE LISTINGS TO GET THE COMPLETE PACKAGE.

**IF NOT BIDDING ON ANY ITEM, DO NOT
RESPOND, IN ANY WAY, TO THE DIVISION OF
PURCHASES.**

DISCLAIMER

While the State of Rhode Island intends to maintain continuous access to this Website, from time to time access to information and/or documents may be interrupted or prevented either because of site problems, user problems or Internet problems. Not all access difficulties can be resolved by the State of Rhode Island since some access failures may be due to the type of computer or communication equipment and services employed by the Website User. However, it is the State's policy to provide a Help Desk (401) 222-2142 ext. 134 during regular business hours to assist Users in identifying and overcoming access problems.

To assure maximum access opportunities for Users, solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Vendors are cautioned that the competitive nature of their offers could be affected if their submissions do not include all amendments. For this reason, vendors are advised to revisit all solicitations to which they intend to respond five days prior to the due dates. If access to solicitations on the Website has been severely curtailed, it shall be the policy of the State to extend the due date of affected solicitations.

In some cases (e.g., road construction) copies of plans and specifications which cannot be offered on-line are issued with a requirement for a refundable deposit. In such instances, in addition to announcements provided on the RIVIP, vendors on the known lists of plans and specifications depositors will receive direct notification of amendments.

Except when access to the Website has been severely curtailed and it is determined by the Rhode Island State Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

When the result of an Internet solicitation of registered vendors is unsuccessful (no offers, one offer which exceeds the estimated cost) the State of Rhode Island will cancel the original solicitation and resolicit the original offer directly from vendors. The Purchasing Agent reserves the right to solicit offers from unregistered vendors as well as registered vendors.

INVITATION FOR LETTERS OF INTEREST
ARCHITECTURAL/ENGINEERING SERVICES
LOI NO. B05194

NOTE: THIS INVITATION FOR LETTERS OF INTEREST CONTAINS NEW PROVISIONS AND INSTRUCTIONS. PLEASE READ CAREFULLY.

FAILURE TO COMPLY WITH SUBMITTAL INSTRUCTIONS CONCERNING RHODE ISLAND REGISTRATION MAY DISQUALIFY YOUR OFFER.

Letters of Interest are hereby solicited by the Architectural/Engineering/Consultant Services Selection Committee on behalf of the Department of Health, and must be received at the Division of Purchases, One Capitol Hill, Providence, R.I., 02908-5855, ATTN: Mr. William J. Anderson, C.P.M., Purchasing Administrator on or before **Thursday, June 16, 2005 at 2:30 p.m.** for architectural/engineering/design services relating to the Design of a Forensic Evidence Storage Room..

REQUIREMENTS FOR THE PROPOSED PROJECT ARE AS FOLLOWS:

1. Extensive prior experience in the Design/Construction of commercial/public buildings.
2. Develop plans and specifications for an approximate 500 square foot room to be modified for use as a Forensic Evidence Storage Room.
3. The Storage room must meet the following criteria:
 - Be self-contained with exterior access.
 - Be equipped with climate controls, lighting and electricity.
 - Be alarmed with both motion sensors and hardwired devices connected to an off-site surveillance company.
 - It must have an exterior concrete or Pressure Treated Wood ramp at the access point.
 - It must contain steel studded walls with foam insulation.

Scope of work for this project is provided herein. **Respondents are advised that they must download and submit the three-page Bidder Certification Cover Form with their submittal** at <http://www.purchasing.ri.gov>.

An original Letter of Interest plus five (5) copies of the Technical component and an original plus two (2) copies of the Cost component, including Standard Form 330 (available on the Purchasing Website), as well as other details including personnel, experience, and qualifications data are required. The State reserves the right to make an award or to reject any or all proposals based on what it considers to be in its best interest.

Evaluation of proposals will include consideration of competence and general experience to provide the required services; experience and qualifications of personnel; availability of personnel, equipment and facilities to perform expeditiously; past performance with respect to control of costs, quality of work, ability to meet deadlines; the submittal of a formal work plan; the fixed fee price (subject to further downward negotiation); and an

hourly rate schedule by employee title for additional services that might be required beyond the original Scope of Work.

Proposers are advised that reimbursable expenses, to include sub-consultant services, that may be included in the contract award resulting from this solicitation shall not exceed architect/engineer's actual cost incurred x 1.06.

Persons or firms practicing Architectural and/or Engineering Services in the State of Rhode Island must possess a proper registration and Certificate of Authorization in accordance with Rhode Island General Laws.

A copy of the current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s) for the individual(s) who would perform the work must be included behind the front page of each copy of the Proposal.

An offeror who does not have a current Rhode Island Certification of Authorization for the firm and current Rhode Island registration(s) must acknowledge non-compliance with this requirement and confirm in writing that, if selected for the project, will expedite acquisition of a Rhode Island registration(s) and Certificate of Authorization(s), the attainment of which will be required before an award will be made. The letter of acknowledgement must be included behind the front page of each copy of the Proposal.

The Board of Design Professionals can be contacted as follows:

Board for Design Professionals
One Capitol Hill (3rd Floor)
Providence, RI 02908-5860

Tel: 401-222-2565
Fax: 401-222-5744
Website: www.bdp.state.ri.us

The offeror's Proposal may be disqualified and removed from consideration if the Proposal fails to include the required current Rhode Island Certificate of Authorization for the firm and current Rhode Island registration(s), or, in absence of these documents, to acknowledge need to acquire them prior to award if selected.

A site conference will be held at:

Date: Thursday, June 2, 2005

Time: 1:00 p.m.

Place: Please report to the Main Building, RI State Police Barracks, Route 6, Scituate, RI

Agency Contact: Joseph Catalano Phone: 222-5508

Individuals requesting services for the hearing impaired must notify 48 hours in advance of the conference date at 401-254-1345.

William J. Anderson
Acting Chairman
Architectural/Engineering/Consultant Services Selection Committee

LETTER OF INTEREST # B05194
Engineering/Architectural Services

LOI #B05194

SECTION 1 - INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department of Health, is soliciting proposals from qualified architectural firms to **design and be responsible for the construction of a Forensic Evidence Storage Room**. Existing space located within an existing structure at the State Police Headquarters in Scituate, Rhode Island will be renovated to accomplish this goal. Proposals should be in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.gov OR by modem at (401) 277-4111.

This is a request for Letters of Interest, not an Invitation for Bid; responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Office of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

- Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content shall be borne by the offeror. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered. **For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Office of Purchases.**

It is intended that an award pursuant to this Request will be made to a prime contractor, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered, but subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

- Offerors are advised that all materials submitted to the State for consideration in response to this Request for Proposals will be considered to be Public Records as defined in Title 38 Chapter 2 of the Rhode Island General Laws, without exception, and will be released for inspection immediately upon

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request once an award has been made.

- In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the state *until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State* (401 277-3040).

SECTION 2 - BACKGROUND AND PURPOSE

Intent

The primary purpose of this request is to solicit proposals from qualified firms to design and construct a Forensic Evidence Storage Room within an existing structure located at State Police Headquarters in Scituate, Rhode Island.

Specific Requirements

The vendor must possess extensive prior experience in the design and construction of commercial/public buildings.

SECTION 3 - SCOPE OF WORK

General Scope of Work

Develop plans and specifications and be responsible for the construction/renovation (within a budget dictated by the Rhode Island Department of Health, Division of Laboratories) of approximately 500 square feet of existing space to create a storage room for Forensic evidence.

Design to be completed within 30 days of written authorization to proceed and sufficient project information on which to reasonably rely.

Construction to be completed within 45 days of authorization to proceed with design.

Specific Activities / Tasks

Renovate approximately 500 square feet of existing space within a structure located at the State Police Headquarters. The storage area/room must (at a minimum) include the following:

- Be self contained with direct access to the exterior;
- Equipped with air conditioning, heat, lighting (interior and exterior) and electricity;
- Alarmed with motion and hard wired devices connected to offsite surveillance company;
- Exterior concrete or pressure treated wood ramp/platform at entrance to storage unit;

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- Steel studded wall construction with foam insulation.

PROPOSAL SUBMISSION

A **Pre-proposal Conference**, for the purpose of clarifying the scope and intent of this requirement, as well as the evaluative criteria to be employed in the review of responses to this Request, will be conducted on **Thursday, June 2, 2005**, at 1:00 p.m. at the R.I. State Police Barracks, Route 6, Scituate, RI. Please report to the Main Building.

Persons requesting the services of an interpreter for the hearing impaired may obtain those services by Calling, 401-421-7005 forty-eight hours in advance of the pre-bid conference.

A summary of this meeting will be issued, as an addendum, and posted on the Rhode Island Division of Purchases home page at the Internet address listed on Page 1.

Interested offerors may **submit proposals** to provide the services covered by this Request **on or before Thursday, June 16, 2005 at 2:30 p.m.** Proposals received after this time and date will not be considered.

Proposals must include the following:

1. An R.I.V.I.P.generated bidder certification cover sheet (downloaded from the R.I. Division of Purchases Internet home page at www.purchasing.ri.gov)
2. A separate, signed and sealed, Cost Proposal reflecting the fee structure proposed for this scope of service, and
3. A *separate* Technical Proposal describing the background, qualifications, and experience with and for similar programs, as well as the work plan or approach proposed for this requirement.

The Technical Proposal must contain the following sections:

- a. Executive Summary

The Executive Summary is intended to highlight the contents of the Technical Proposal and to provide State evaluators with a broad understanding of the offeror's technical approach and ability.

- b. Offeror's Organization and Staffing

This section shall include identification of all staff and/or subcontractors proposed as members of the project team, and the duties, responsibilities, and concentration of effort which apply to each (as well as resumes, curricula vitae, or statements of prior experience and qualification).

- c. Work Plan/Approach Proposed

This section shall describe the offeror's understanding of the State's requirement, including

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the result(s) intended and desired, the approach and/or methodology to be employed, and a work plan for accomplishing the results proposed. The description of approach shall discuss and justify the approach proposed to be taken for each task, and the technical issues that will or may be confronted at each stage on the project. The work plan description shall include a detailed proposed project schedule (by task and subtask), a list of tasks, activities, and/or milestones that will be employed to administer the project, the assignment of staff members and concentration of effort for each, and the attributable deliverables for each and will identify and describe what type of tutor training methodology will be utilized in the program.

- d. Previous Experience and Background, including the following information:
 - i. A comprehensive listing of similar projects undertaken and/or similar clients served, including a brief description of the projects:
 - ii. A description of the business background of the offeror (and all subcontractors proposed), which includes a description of their financial position.
- e. The offeror's status as a Minority Business Enterprise (MBE), certified by the Rhode Island Department of Administration, and/or a subcontracting plan which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. Questions concerning this requirement should be addressed to Charles Newton, M.B.E. Officer, at (401) 277-6253.

Proposals - an original plus {five (5)} copies of the Technical component and an original plus 2 copies of the Cost component should be mailed or hand-delivered in a sealed envelope marked "**LOI # B05194 Engineering/Architectural Services**" to:

DEPARTMENT OF ADMINISTRATION
OFFICE OF PURCHASES, 2nd Floor
ONE CAPITOL HILL
PROVIDENCE, RI 02908
ATTENTION: MR. WILLIAM J. ANDERSON

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SECTION 5 - EVALUATION AND SELECTION

The State will commission a Technical Review Committee, which will evaluate and score all proposals, using the following criteria:

Criteria	Possible Points
Staff Qualifications	15 Points
Capability, Capacity, and Qualifications of the Offeror	15 Points
Quality of the Work plan	20 Points
Suitability of Approach/Methodology	20 Points
Total Possible Technical Points	70 Points
Cost [calculated as (lowest responsive cost proposal) divided by (this cost proposal) times 30 points]	30 Points
Total Possible Points	100 Points

Notwithstanding the foregoing, the State reserves the right to award on the basis of cost alone, accept or reject any or all bids, and to act in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. *Proposal must receive a minimum 45 of 70 technical points to warrant further consideration.* Proposals receiving less than the minimum technical points will not have their cost proposals opened or evaluated.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

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COST PROPOSAL SUMMARY

Offeror: _____

Address: _____

Taxpayer ID #: _____

Authorized Agent: _____

Title: _____

Signature of Authorized Agent: _____

Date: _____ Telephone _____

E-mail _____ Fax _____

Cost Proposed